

Attn: Title 32, Article 1 Special District Designated Election Officials

Campaign & Political Finance and You!

1. COUNTY CLERK & RECORDER'S CAMPAIGN FINANCE CONTACT DATA

Contact the appropriate county clerk and find out who your CPF Official contact is. Get their name, title, address, telephone, email, and fax number. Fill out the missing data on form B-8 CPF Memorandum and provide a copy to all Candidates for Director.

2. KNOW THE FORMS

Be familiar with the self-nomination and acceptance form (B-9) and affidavit of intent to be a write-in candidate (B-76) form so that you can check them immediately for missing data. Whenever possible, have all applicants correct errors on their filings, immediately, at your counter. If you receive one of these forms by mail and deem it insufficient, call the candidate immediately to remedy the situation. Remember, the deadline for filing the self-nomination form, even if in your possession but was deemed insufficient, still applies. Candidates must make edits to the document, and resubmit the form, prior to the filing deadline.

3. EDUCATE YOUR CANDIDATES

Inform your district candidates that all questions regarding campaign and political finance should be directed to the County Clerk and Recorder of the county in which the district court having jurisdiction over the special district pursuant to 32-1-303, CRS, is located.

-GIVE CANDIDATES A COPY OF THEIR SELF-NOMINATION FORM OR WRITE-IN AFFIDAVIT, AFTER THE FORM HAS BEEN DATED AND RECEIVED BY THE DEO. CANDIDATES NEED PROOF OF COMPLIANCY.

-GIVE CANDIDATES A COPY OF CPF MEMORANDUM FOR FUTURE REFERENCE. THIS MEMO HAS THE CONTACT DATA FOR THE COUNTY CLERK AND RECORDER WHICH CANDIDATES MAY NEED FOR CPF FILING REQUIREMENTS. (Form B-8)

4. CANDIDATES FILE WITH THE DEO

Pursuant to SOS Campaign Finance Rule 8.1 Candidates will file Self-Nomination and Acceptance and Affidavit of Intent to be a Write-In candidate forms with the special district's designated election official. That's YOU! Expect to receive filings as soon as the call for nominations is published in your local paper.

The last day you may receive a self-nomination and acceptance form is February 29, 2008. This is a statutory deadline and you may not accept any filings after this date. Affidavits of Intent to be a Write-In Candidate can be submitted one day only, March 3, 2008. This is also a statutory filing deadline and you may not accept any filings after the close of business on this date.

5. VALIDATE ELIGIBILITY OF THE CANDIDATES

As the DEO it is your responsibility to verify the information provided on the self-nomination and acceptance and the affidavit of intent to be a write-in candidate forms to assure candidates are eligible for the office they seek. To be eligible to serve on the board of directors, the applicant must be an eligible elector in the district for which they will serve (CRS 1-4-501 and CRS 32-1-806). Call your county clerk & recorder to verify voter registration and/or your county assessor to verify property ownership. Remember, property owners do not have to reside in the district to be eligible to vote. They must, however, be registered to vote in the State of Colorado. The clerk & recorder can provide DEO's access to the statewide voter registration data base to verify voter registrations outside of their county. Be certain to deem candidates sufficient before forwarding self-nomination and acceptance forms or write-in affidavits to the clerk & recorder.

6. DESIGNATED ELECTION OFFICIAL FILES WITH THE CLERK

Pursuant to SOS Campaign Finance Rule 8.1, the special district designated election official shall provide to the county clerk and recorder of the county in which the district court having jurisdiction over the special district is located, the self-nomination and acceptance forms and affidavits of intent to be a write-in candidate no later than the date established for certification of the special district's ballot pursuant to section 1-5-203(3)(A), no later than 60 days before the election, March 7, 2008. The clerk and recorder will accept faxed copies of these forms for CPF tracking purposes. As the DEO and election official of your district, you must maintain all original election records.

Congratulations Special District Designated Election Officials! You are now done with Campaign & Political Finance and can refer candidates to the appropriate clerk & recorder for further inquiries!